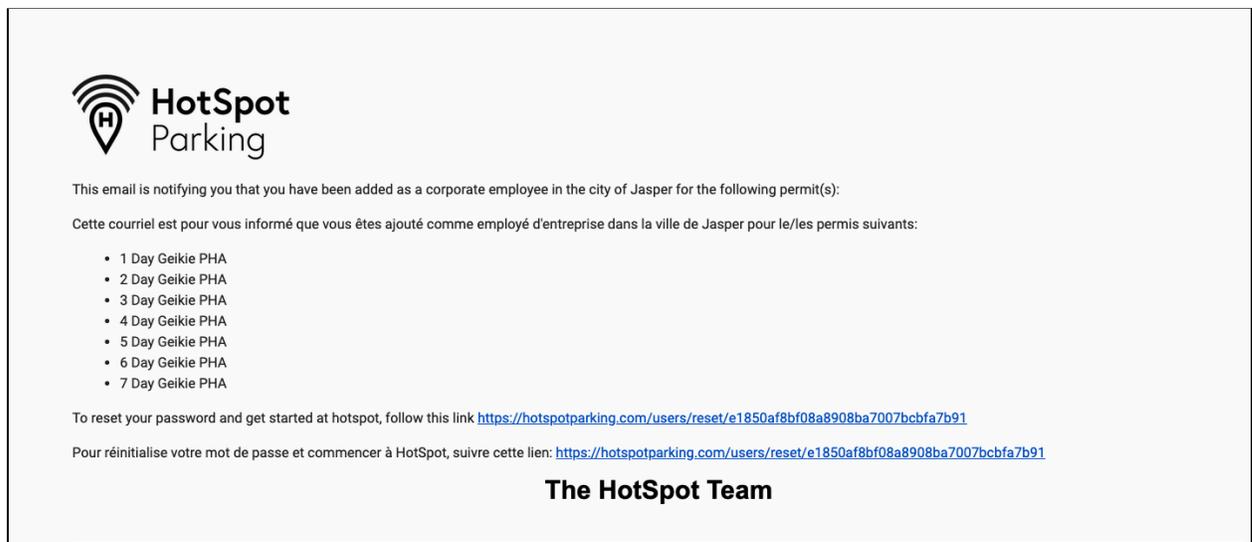




PHA Permit Purchase Documentation

Email Notification

1. Once you receive an email notification saying you can purchase the permits, you may begin the permit purchasing process. (Seen below)



PHA Purchasing Permits

2. **Add Payment Method**
 - i. Once logged into your HotSpot account, you will need to add a payment method. Select the **“Wallet” Tab**, then hit the **“Add Credit Card”** button. Fill out the information to be able to purchase the permit.
3. **Adding Vehicles**
 - i. When the PHA logs into their account, they will first have to add the vehicle information of their tenant to their account. They will navigate to the **Vehicle** tab and fill out all the information for their tenant’s vehicle.



- ii. Once a vehicle is saved, it will save under the **add new vehicles** bubble. You can remove vehicles that are not being used by hitting Delete. **NOTE::** you will not be able to delete all vehicles from your account and will be required to keep at least one on there.

Year	Make	Model	Plate	Province	Nickname			
2017	Mazda	3	JWX980	Alberta	John Doe's Vehicle	Set as Default	Edit	Delete

4. Purchasing Permits

- i. Once you have the vehicle created you want to assign to the permit, navigate to the Permits tab.
- ii. Find the permit you wish to purchase. Under **Municipality**, select Jasper. Under the **Lot/Zone**, select either Geikie Visitor, Patricia Visitor or Connaught Visitor depending on the permits you were assigned. Once the lot is selected in the permit dropdown you will be able to select how many days you wish to purchase for (1-7). Once selected, hit the Continue button and it will verify the cost of your purchase.



The screenshot shows the 'My Permits' page on the HotSpot website. On the left is a navigation menu with 'Permits' selected. The main content area is titled 'My Permits' and contains a form for 'Acquire Permit for July'. The form fields are: Municipality (Jasper), Lot/Zone (Geikie Visitor), Permit (1 Day Geikie PHA), Vehicle (JWX980), and Quantity (1, with a '(max 2)' label). Below the form, there is a note: 'A credit card is required to purchase a permit, this does not apply to zero cost permits.' and a checked checkbox with the text: 'By checking the box, you agree for the permit provider to access and view your personal information associated with the permit.' A red 'Continue' button is at the bottom of the form.

- iii. Once the permit has been purchased you will be able to see it next to the purchase a permit option and you will be able to change the license plate attached to the permit at anytime as long as the vehicle has been created.

This screenshot shows the 'My Permits' page after a permit has been purchased. The 'Acquire Permit for July' form is now disabled, with dropdown menus showing 'Please Select a Municipality To Begin'. A new 'Active Permits' section is visible on the right, containing a green card with the following text: 'Active 1 Day Geikie PHA permit in lot/zone Geikie Visitor in Jasper with vehicle JWX980 expires midnight 2021-07-20'. Below this, there is a 'Change vehicle on Permit to' dropdown menu currently set to 'JWX980 - John Doe's Vehicle'. A red dot is visible at the bottom of the card, and left and right navigation arrows are present.